



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Bert Lumbreras, Assistant City Manager  
Ray Baray, Chief of Staff

**DATE:** February 24, 2015

**SUBJECT:** Information Regarding Application for Temporary Event at 95 Navasota and 1401 East Cesar Chavez

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The purpose of this memo is to provide you with background information as well as a timeline regarding a recent temporary use permit approval at 1401 East Cesar Chavez. As you likely know, this property has been prominent in the news following the demolition of buildings on the premises.

A timeline regarding the event application is provided below. In summary, the use of this property was added as an update to an Austin Center for Events (ACE) Special Event Application submitted on December 8, 2014. The original application was for an indoor event to be held at 95 Navasota Street, and included 1401 East Cesar Chavez in the site plan without any specific named use. Because this was an update to an existing special event plan, the temporary use permit application filed with Planning and Development Review was referred to ACE for processing.

Since that time, Corporate Special Events Manager Bill Manno has been in contact with the applicant to walk through the updated plan and ensure the use is appropriate and compatible as an accessory use to the event at 95 Navasota Street. Primary uses (including amplified sound and serving of alcoholic beverages) will remain indoors at 95 Navasota, with displays and exhibits under three tents on the Cesar Chavez property. Attendees may walk through the display area with their drinks, but event staff is required at entrances/exits to ensure no alcohol enters or leaves the property at those points.

It is common for applicants to request amendments to their event plans after submitting their initial application. Adding tents is a very common request, even up to the day before the event. To date, the applicant has complied with all requirements pursuant to City Code. ACE staff will

make sure that all requirements are met before final permit approval is given. Because of the community's interest pertaining to the event permit for this location, ACE staff, through the Public Assembly Code Enforcement Team, will keep a close eye to also ensure the applicant adheres to all applicable City codes and regulations at their March 14th event. It should be noted that this is not a South by Southwest-affiliated (SXSW) event, although it is being held during the SXSW festival.

Finally, staff will be reviewing the overall permit process to see how it can be improved, including looking at best practices, with particular focus on the impact to nearby residents and neighborhoods. In the meantime, should you have any further questions or need additional information, please contact Bill Manno, Corporate Special Events Manager at (512) 974-2110 or via email at [William.Manno@austintexas.gov](mailto:William.Manno@austintexas.gov). Thank you!

## **Timeline of Events**

### **11/26/2014**

Initial documentation is filed with Planning and Development Review in advance of demolition permit application for 1401 E. Cesar Chavez.

### **12/8/2014**

ACE Special Event Application submitted for an event to be held March 14, 2015 at 95 Navasota Street and the adjacent property at 1401 E. Cesar Chavez.

### **1/13/2015**

Applicant representative meets with ACE to discuss and review plans for the event. Initial discussions involve indoor uses at 95 Navasota Street. Conditional approval to move forward was granted. Final event approval will not be granted until a site inspection by the Austin Fire Department.

### **1/22/2015**

Property owner applies for demolition permit for 1401 E. Cesar Chavez.

### **1/23/2015**

Demolition permit issued.

### **2/17/2015**

Applicant representative files temporary use permit application with Planning & Development Review, with the intent of adding accessory uses (tents, displays and exhibits) at 1401 E. Cesar Chavez. Because it is an update to an existing ACE Special Event Application, it is referred to ACE for resolution.

**2/18/2015**

ACE (via Bill Manno) discusses proposed changes to Special Event Application – specifically the request to add uses at 1401 E. Cesar Chavez – with the applicant representative.

cc: Marc A. Ott, City Manager

Bill Manno, Corporate Special Events Program Manager

